

Getting Started with OneHealthPort's Single Sign-On (SSO)

Welcome! This guide will help you log in using Single Sign-On (SSO) for the first time. Once your organization is registered and you've received your Subscriber ID (User ID) and created your password, you can securely access all participating health plan sites with a single login.

To Access a Participating Health Plan Site

Step 1: Go to the Login Page

1. Open your web browser and go to onehealthport.com/sso
2. Click on the participating plan logo that you wish to access

The screenshot displays the OneHealthPort Single Sign-On (SSO) interface. At the top, the OneHealthPort logo is visible. Below it, a message instructs users to click on a participating website logo to log in, with a link to 'click here' for more information. A note for Organization Administrators provides instructions on how to manage their account. A tip about preventing disabled accounts is also present. A dropdown menu labeled 'Select a Participating Site' is shown. The main section, titled 'Participating Sites', features a grid of logos for various health plans, including CareOregon, Coordinated Care, First Choice Health, Health Net, InterCommunity Health Network CCO, Kaiser Permanente, LifeWise, Moda Health, Optum, PacificSource, Premiera, and Samaritan Health Plans. A 'Quality Reporting' section at the bottom includes logos for Comagine Health and the Washington Health Alliance.

OneHealthPort

To log in to a participating website, click on the logo below. For more information about a participating site, including what is available in the portal and tips for using their site, select the site from the drop-down menu on the right side of the screen.

If you are an Organization Administrator and need to log in to your OneHealthPort account to manage your organization, [click here](#), or select "Manage My Account" under the SSO drop-down on the top navigation bar and click on the "Administrator Login" button at the bottom of the page.

Tip: Prevent disabled accounts: Follow [these tips](#) to ensure accounts stay active and aren't removed from the organization.

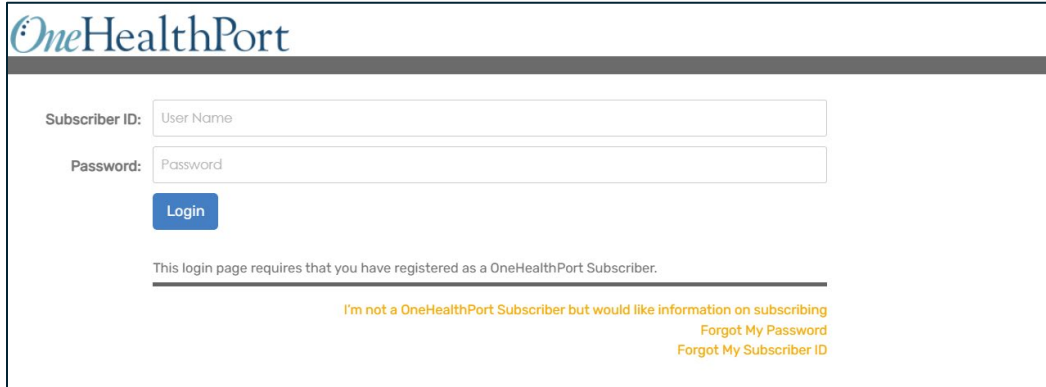
Select a Participating Site

Participating Sites

Quality Reporting

Step 2: Enter Your Subscriber ID (User ID) and password

1. On the next screen, enter your **OneHealthPort Subscriber ID** and **password**
2. Click **Login**.

A screenshot of the OneHealthPort login page. At the top is the OneHealthPort logo. Below it is a dark horizontal bar. The main content area has a light gray background. It contains two input fields: 'Subscriber ID:' with a placeholder 'User Name' and 'Password:' with a placeholder 'Password'. Below these fields is a blue 'Login' button. Under the button, a message states: 'This login page requires that you have registered as a OneHealthPort Subscriber.' At the bottom, there are three links: 'I'm not a OneHealthPort Subscriber but would like information on subscribing', 'Forgot My Password', and 'Forgot My Subscriber ID'.

Step 3: Access the Secure Participating Site

Once authentication is complete, you'll be directed to the participating site you selected.

To Manage Your OneHealthPort Account or Organization

Step 1: Go to Manage Your Account Page and Log In

1. Open your web browser and navigate to onehealthport.com and select 'Manage Your Account' from the Single Sign-On drop down menu at the top of the page.
2. Select the appropriate login option based on your account needs:
 - **Administrator Login:** Choose this option if you are an Administrator and need to manage your organization's account, add users, add additional Administrators, remove users, reset passwords or make other organization updates.
 - **Subscriber Login:** Choose this option if you need to manage your personal account, update your email address, view your roles, or make other individual updates.

 **Tip:** Once you are logged in, you can access the **Subscriber User Guide** or **Administrator User Guide** at the bottom of the secure landing page. Click the appropriate

link to open the guide. These guides provide detailed step-by-step instructions on how to manage your accounts.

Tips & Troubleshooting

- If you're directed to the wrong page or see an error, try clearing your browser cache and logging in again.
- If you forgot your password, use the **self- password reset process**.

OneHealthPort

Subscriber ID:

Password:

This login page requires that you have registered as a OneHealthPort Subscriber.

[I'm not a OneHealthPort Subscriber but would like information on subscribing](#)

[Forgot My Password](#)

[Forgot My Subscriber ID](#)

- For assistance, visit our support page at onehealthport.com/sso/technical-support